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31 December 1970

MEMORANDUM FOR: All OCI Employees

SUBJECT : Promotion Procedures in OCI

1. Following for your information are procedures now in effect in OCI for promotions through GS-15.

2. The D/OCI has delegated to the DD/OCI the responsibility for approving recommendations for promotion up to and including GS-12. Any supervisor who wishes to promote one of his people routes his recommendation through his division chief to the OCI Administrative Branch, which presents it to the DD/OCI for decision. Decisions will be made within one month of date of receipt. The OCI Career Service Board does not act on promotions at this level.

3. Promotions to grades GS-13 through GS-15 are directly competitive, i.e., all divisional or staff nominees in a given grade are considered by the OCI Career Service Board whenever promotions from that grade to the next higher are being reviewed. Promotions from GS-12 to GS-13 are reviewed three times yearly, those from GS-13 to GS-14 and from GS-14 to GS-15 twice yearly, although exceptional cases in any grade may be considered at any time. Members of the Career Service Board are the D/OCI, his deputy, and the chiefs of the Management Staff, the Production Staff and the four geographic divisions.

4. Promotion recommendations in the GS-13 through GS-15 category are submitted by Staff and Division Chiefs to the Secretary, Career Service Board, and these nominations, along with other relevant information on each nominee, are circulated to all members before any board meeting at which promotions are to be considered. A Staff or Division Chief

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GROUP 1
Excluded from automatic
downgrading and
declassification

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naturally plays an important role in the board's examination of his nominees, but all board members take an active part in the screening. D/OCI, as chairman of the board, makes the final decisions on promotion following the board's deliberations.

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RICHARD LEHMAN
Director of Current Intelligence

Attachment:

List of Minimum Times in Grade

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OCI Standards for Minimum Time in Grade

3 - 4	6 months
4 - 5	6 months
5 - 6	8 months
6 - 7	8 months
7 - 8	8 months
8 - 9	10 months
9 - 10	10 months
10 - 11	12 months
11 - 12	15 months
12 - 13	18 months
13 - 14	24 months
14 - 15	36 months

In exceptional cases promotions have been made before minimum time has been reached.

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